

**Mike Spence, Clerk of Court**  
**Caddo Parish**  
**501 Texas St., Room 103**  
**Shreveport, LA 71101**  
[www.caddoclerk.com](http://www.caddoclerk.com)

**Costs Effective August 1, 2017**  
**Pursuant to Act 173 (2017) R.S. 13:844**

|   |   |   |
|---|---|---|
| Conveyance or Mortgage (includes indexing up to 10 names, 1 certified copy and LCRAA fee*).                           | 1 – 5 pages<br>6 – 25 pages<br>26-50 pages<br>Over 50 pages | \$105.00<br>\$205.00<br>\$305.00<br>\$305.00 + \$5.00 for each additional page                      |
| Instruments filed in both Conveyance and Mortgage are assessed separately, with only one LCRAA fee* charged.          |   |   |
| Subdivision Plats and Surveys (includes indexing up to 10 names and 1 certified copy).<br>Each page after first page: |   | \$125.00<br>\$20.00   |
| Act or Affidavit to Cancel a single mortgage, lien or privilege on a single property (includes LCRAA fee*)            |   | \$55.00   |
| Mortgage Certificates<br>(For One Definable Property Only)  |   | \$20.00 one name and one property<br>\$10.00 each additional name<br>\$1.00 each exception after 10 |
| Clear Lien Certificates   |   | \$20.00   |
| Indexing  |   | \$5.00 per name over 10 names   |
| Copies  |   | \$1.00 per page   |
| Certification   |   | \$10.00 per document plus copy costs  |
| Documents larger than 8.5"x14"  |   | Additional \$20.00 per page   |
| On Line Computer Service Yearly (Jan – Dec)   |   | \$360.00 per year   |

\*Pursuant to R.S. 13:754, the \$5.00 LCRAA fee shall be collected in the cost of each recorded document for parishes in the statewide portal.

**FREQUENTLY CALLED PHONE NUMBERS – AREA CODE 318**

|                      |          |                          |          |                             |          |
|----------------------|----------|--------------------------|----------|-----------------------------|----------|
| Civil Filing Counter | 226-6776 | Civil Suit Records       | 226-6778 | UCC                         | 226-6783 |
| Record Room          | 226-6780 | Recording Conv. & Mortg. | 226-6790 | Civil Microfilm             | 226-6642 |
| Criminal Minutes     | 226-6786 | Original Conv. & Mortg.  | 226-6791 | Mike Spence, Clerk of Court | 226-6776 |
| Civil Minutes        | 226-6785 | Marriage License         | 226-6789 |                             |          |
| Fax                  | 227-9080 | Elections                | 226-6788 |                             |          |